

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
UNCLASSIFIED		CONFIDENTIAL		SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1		<i>[Signature]</i>		
2			STAT	
3				
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ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	
Remarks: <i>Required drafts herewith. May I have Addington's notes back to do my own research?</i>				
STAT				
FOLD HERE TO RETURN TO SENDER				
FROM NAME ADDRESS AND PHONE NO.		DATE		
		<i>[Signature]</i>		
U		CONFIDENTIAL		SECRET

(40)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	INITIALS	DATE		
1		STAT	5 Jan		
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3		ATK	4 Jan		
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6	BAC - OFFICE OF CHIEF				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

5- Comment
 Represents very real progress,
 which is certainly commendable.
 Enforcing this will be the trick.
 (See attached comment)

FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.			DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET

31 January 1956

Mr. John T. Campbell, Head
BBC Monitoring Service
Caversham Park
Reading, Berks.

STAT

Dear John:

Subject: Standardisation of Procedures

[] has passed to me a copy of Addington's "Reception Unit Notes" of 13 December 1955, which "restates and augments Reception Unit's standard definitions for the treatment of transcripts."

It is very gratifying to us here, and I am sure to your people also, to watch the methods and procedures of our two Services grow into closer harmony. Further growth in this direction cannot fail to improve the work we each perform for our principals and for each other.

STAT

I have asked my editorial people in FBIS Headquarters to review our procedures again to see whether there is anything we can do to follow up this BBC action. [] will let you know what we may be able to accomplish in this respect.

My best regards to you and your staff.

Sincerely,

STAT

[]
Chief, FBIS

cc: Chief, London Bureau, FBIS

FOREIGN BROADCAST INFORMATION SERVICE

AMERICAN EMBASSY

LONDON, W. 1.

29 December 1955

STAT

[Redacted] Chief
Foreign Broadcast Information Service
2430 E Street Northwest
Washington 25, D. C.

Dear Alan:

Subj: BEC Standard Definitions

Enclosed are two copies of the Standard Definitions issued recently by the BEC to its monitors, which we referred to in our progress report for November 1955.

This list represents, I think, considerable progress in the standardization of BEC monitoring procedures according to FBIS standards and requirements, particularly 4) Summary - which is now a FBIS style summary rather than a monitor's report, which often was an impression, and 10) Note Taking - which is a step in the right direction toward the FBIS Monitor's Summary.

There still is much to be done of course--perhaps another year or the patient, painstaking, and persistent effort which has been performed during the past 18 months so wisely and tactfully by Weiss and Weir. Especially important is the fact that the improvement has been accomplished while retaining the goodwill and gaining an increased respect of the BEC staff at all levels. At the same time, the BEC staff has acquired a much better understanding of FBIS operations, problems, and requirements.

It is expected another meeting of the Standardization Committee will be held early in 1956.

STAT

Sincerely,

[Redacted Signature]

Attach.

Chief, London Bureau

RECEPTION UNIT NOTES

13th December 1955

45. S T A N D A R D D E F I N I T I O N S

At the request of output departments it has become necessary to restate and augment Reception Unit's standard definitions for the treatment of transcripts. The following standard definitions must be adhered to in future.

1. TEXT

The fullest possible rendering of an item, except for the omission of words or phrases because of (a) unintelligibility or (b) other reasons which must be indicated by monitors' notes.

2. TEXT EXCERPTS

Text excerpts are several textual extracts from an item not shorter than complete sentences. Sentences omitted within any one text excerpt must be indicated by three dots. If whole passages are omitted, each individual text excerpt must be enclosed in quotation marks.

5. SINGLE EXCERPT

A single excerpt is one self-contained complete textual extract from an item.

4. SUMMARY

A summary is a condensed version of an item preserving the same tenses and persons as the original.

5. SUMMARY WITH EXCERPTS

This is a summary - as defined above - with complete textual passages of special significance enclosed in quotation marks. The excerpts should normally consist of at least complete sentences.

6. SLUG

A slug is a headline comprehensive enough to indicate the contents of an item. (The fuller slugging of certain Moscow items, as previously defined, remains unaffected).

7. MONITOR'S REPORT

This is a report prepared from the point of view of the listener rather than from that of the speaker. This device must be confined to descriptive accounts of on the spot broadcasts of ceremonies, parades, certain kinds of interviews and features. A monitor's report may be in indirect speech but it should where necessary include significant textual passages enclosed in quotation marks.

8. MONITOR'S NOTE

Monitor's notes serve the purpose of elucidation and are welcomed by output departments. They must always be based on facts and not on personal opinion, and may inter alia -

- 2 -

- a. provide background information to illustrate some point not evident from the broadcast;
- b. where a broadcast has not been texted, indicate that the important parts have been rendered in full, e.g.

(MN: Bulganin - Text) or
(MN: Reference to Baghdad pact - Text)
- c. be used for making factual remarks on treatment, audibility of any particular bulletin and for making factual observations on changes in the pattern of broadcasts, on delivery, presentation and similar matters.

9. GUIDANCE ON TREATMENT

The standard definition should always be indicated, and wherever possible be given at the beginning of the transcript.

Where more than a slug is desirable, output departments prefer text to text excerpts where the latter would take up say three quarters of the space occupied by the former, and similarly a summary with excerpts to a summary.

Where there is any doubt as to whether an item is worthy of mention at all, output departments like it to be slugged, thus enabling them to ask for an amplification if this seems desirable.

10. NOTE TAKING

The taking of full notes while a broadcast is in progress is essential to monitoring. The BBC note books provided should be used for this purpose.

The above Reception Unit Note - a copy of which will be sent to each monitor - cancels all previous instructions on Standard Definitions.

AR Addington

ARA/JB

(A. R. Addington)